GE VERNOVA

Clear-Orbit Training Document

Please note: Any sourcing related issues please call Toll Free: 866 770 5248 or email **esourcingsupport@gevernova.com** with your details to create ticket on your behalf.

Escalation Point of Contact

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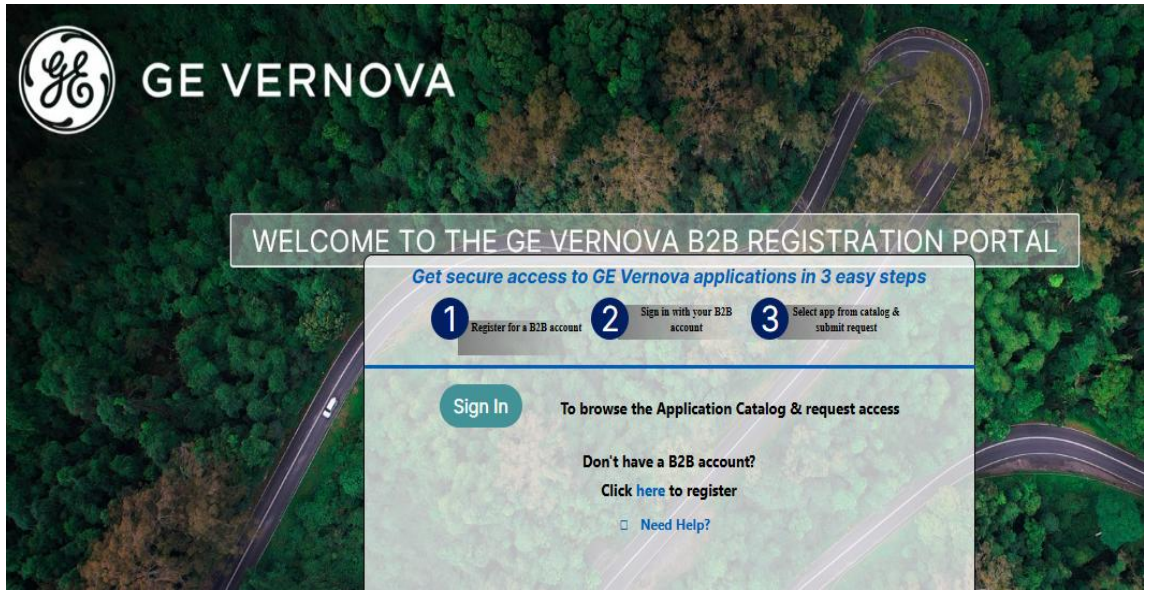
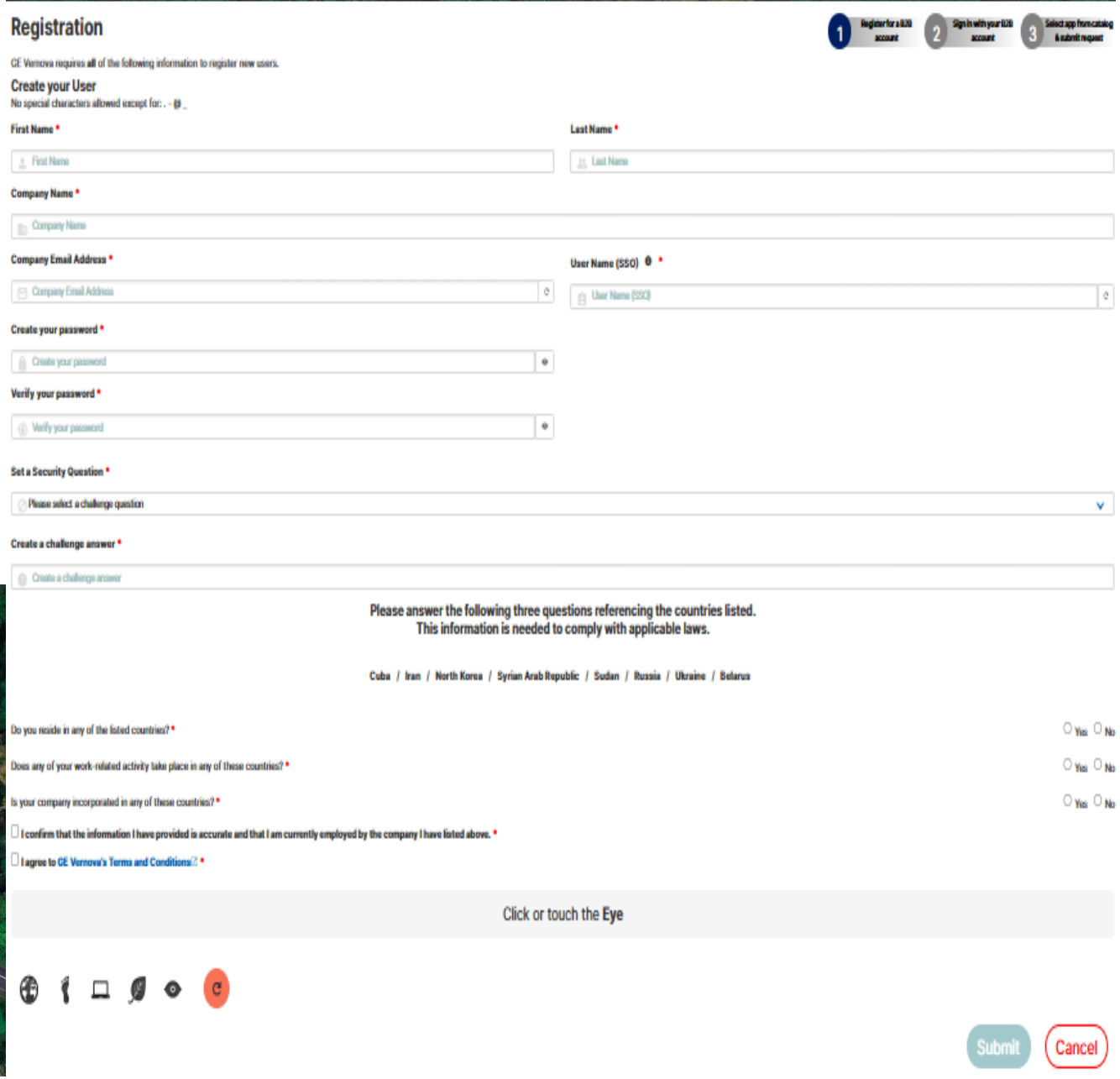
Agenda

- Register Single Sign on with GE Vernova
- Requesting clear orbit access
- Forgot User ID?
- Forgot Password?
- How to view all the lines of a Purchase order in a Single Page
- Acknowledge Purchase Order(s) in Clear Orbit Application
- Steps to submit the invoice against the Purchase Order
- eSourcing Contact Details

Register Single Sign on with GE Vernova

Step 1 : Open URL https://registration.gepower.com/registration/
Step 2 : Click on the **Register**
Step 3 : Update the Basic and Mandatory Information
Step 3.1 : Ensure to find on all mandatory fields rather than
Step 3.2 : If recheck the fields and update
Step 4.1 : Answer country information for security reasons
Step 4.2 : Check
Step 4.3 : I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above.
Step 4.4 : I agree to GE Vernova Terms and Conditions
Step 4.5 : Click or touch the image mentioned
Step 4.6 : Click **Submit**
Step 4.7 : Once you hit submit you see the confirmation as below in **GREEN**
You have now successfully registered with GE Vernova
Preserve your SSO ID and credentials for further use





Requesting clear orbit access

Step 1

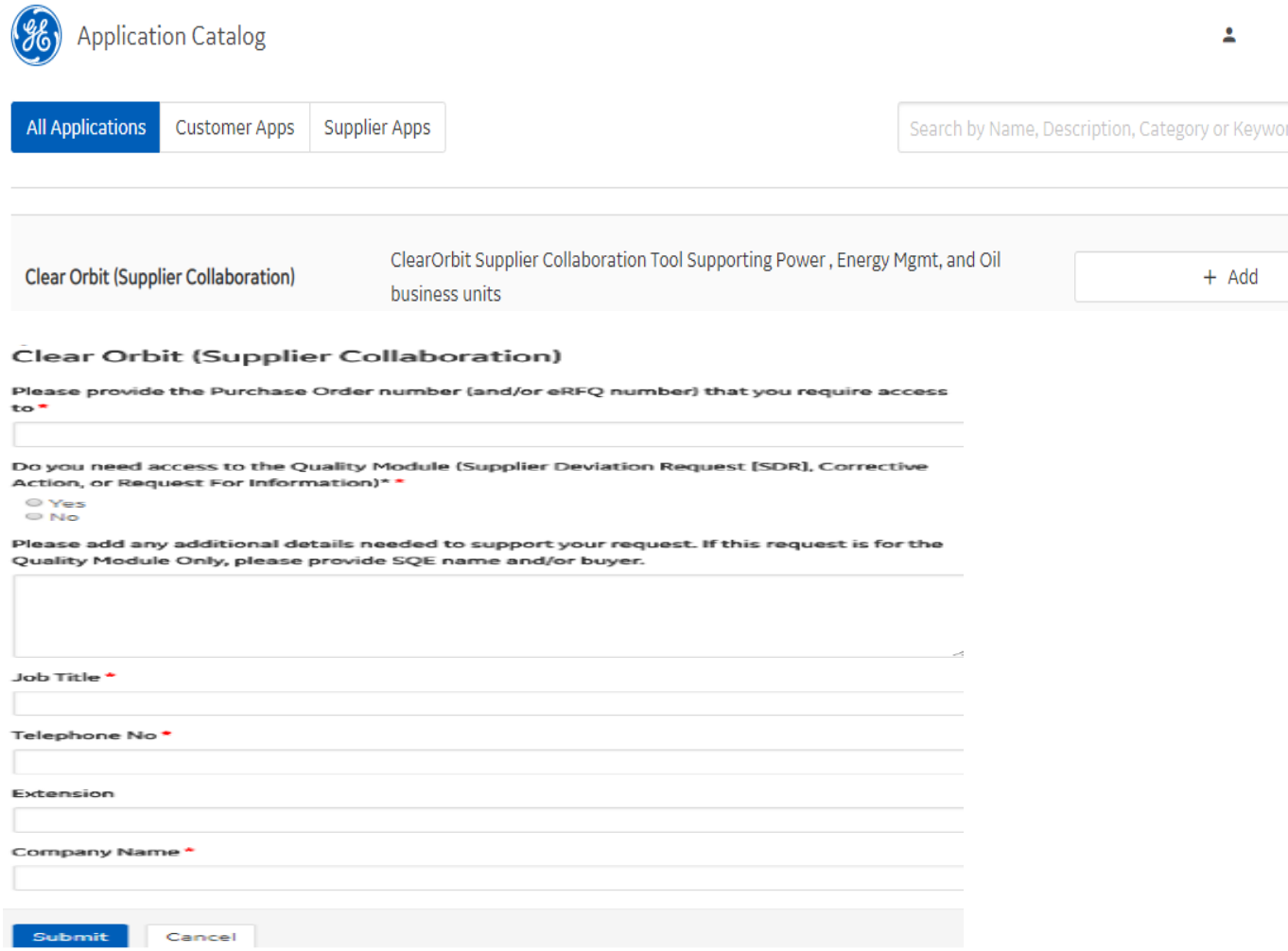
- Open URL :-https://registration.gepower.com/registration/

Step 2

- Click on **Sign In**
- **Sign in with your SSO ID & Credentials**

Step 3

- Once you Sign In
- You will be redirected to the **Application Catalog**
- Click on **Supplier Apps**
- Key-In “clear orbit“ in search field
- Select Application Name by business aligned to
- **Clear Orbit (Supplier Collaboration)**
- Click on **“+ Add”**
- Once “**Added”** a pop-up with note “**Request Access”** will be visible
- ✓ Click on Request Access



Step 4

- ✓ Fill in the Questions for **Clear Orbit (Supplier Collaboration)**
- ✓ Provide purchase order number
- ✓ Enter Job Title
- ✓ Update telephone number and company name
- ✓ And Click **Submit**

Classification: *Your request will be moved based on the workflow approval and once approved by clear orbit On boarding team and GE Vernova contact person/Buyer, An automated email notification will reach to your registered email ID and you will be able to access clear orbit Application with your SSO and Credentials*

Forgot User ID?

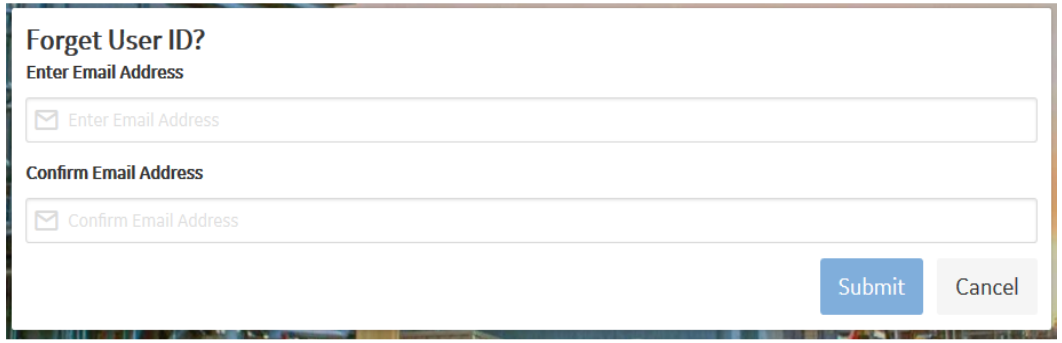
Purpose: Use this feature to retrieve your user id

Step 1: From the home page, click the “Forgot ID?” link –this will open a new page.

Step 2: Follow the instructions on screen to retrieve your account information. Enter your email address and click Submit

Step 3: If the system recognizes the email address you provided, you will see a confirmation message on screen and an email with the user account / id will be Sent.

If no information is available for the entered email address, you will see this message:

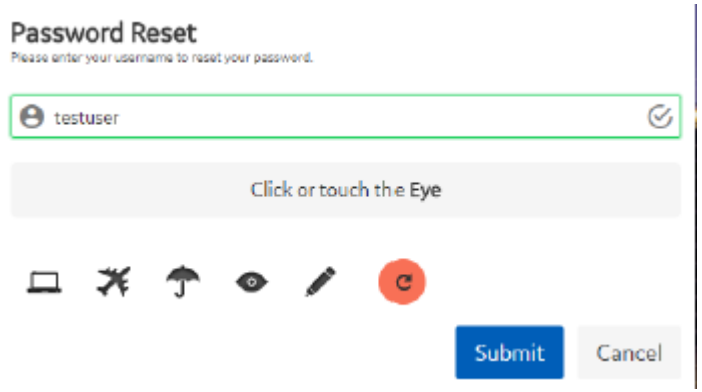


Forgot Password?

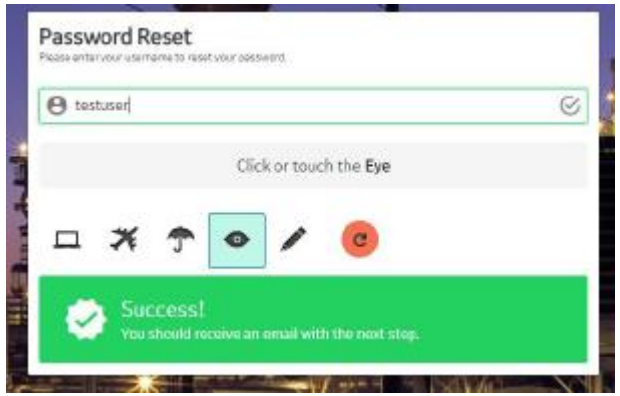
Purpose: Use this feature to reset your password

Step 1: From the home page, click the “Forgot Password?” link –this will open a new page.

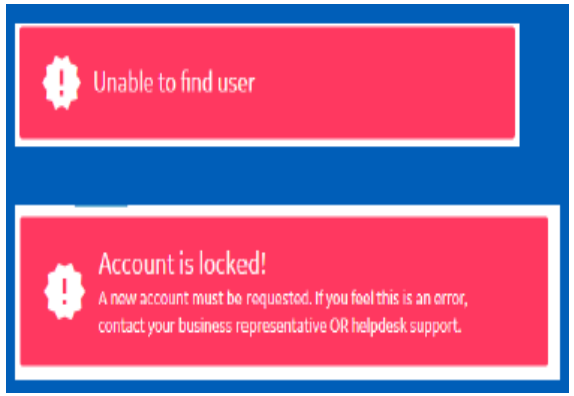
Step 2: Follow the instructions on screen: enter your user id and complete the security check. Click “**Submit**” to continue.



Step 3: If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file.



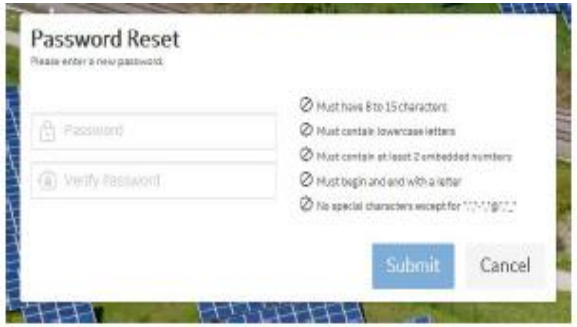
If there is no existing account **OR** the username you entered is locked / inactive, you will receive a message like those at right. If you feel you are getting these messages in error, use the "Need help?" feature to contact our team.



Step 4: An email is sent to your account on file. Click the "Reset your password" link. Note this link is temporary and will expire as indicated.

Email message and secure temporary link for password reset

Step 5: You will be redirected to a new, secure window to update your password. Follow the instructions on screen and click "**Submit**"



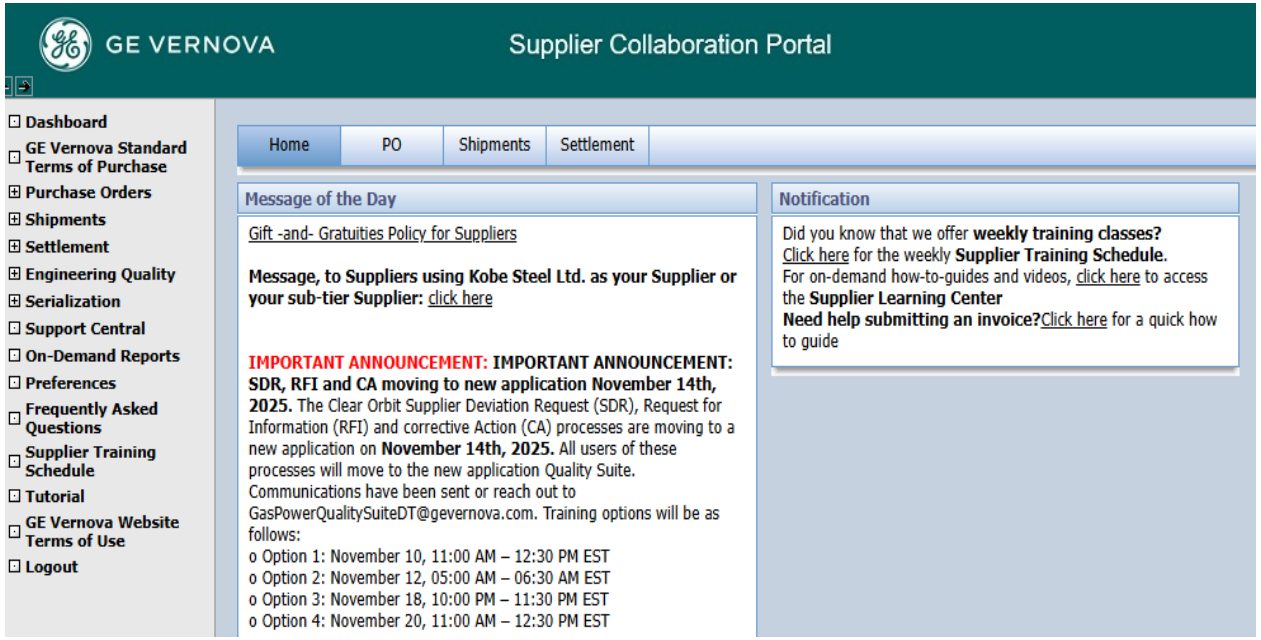
Confirmation message for successful password reset

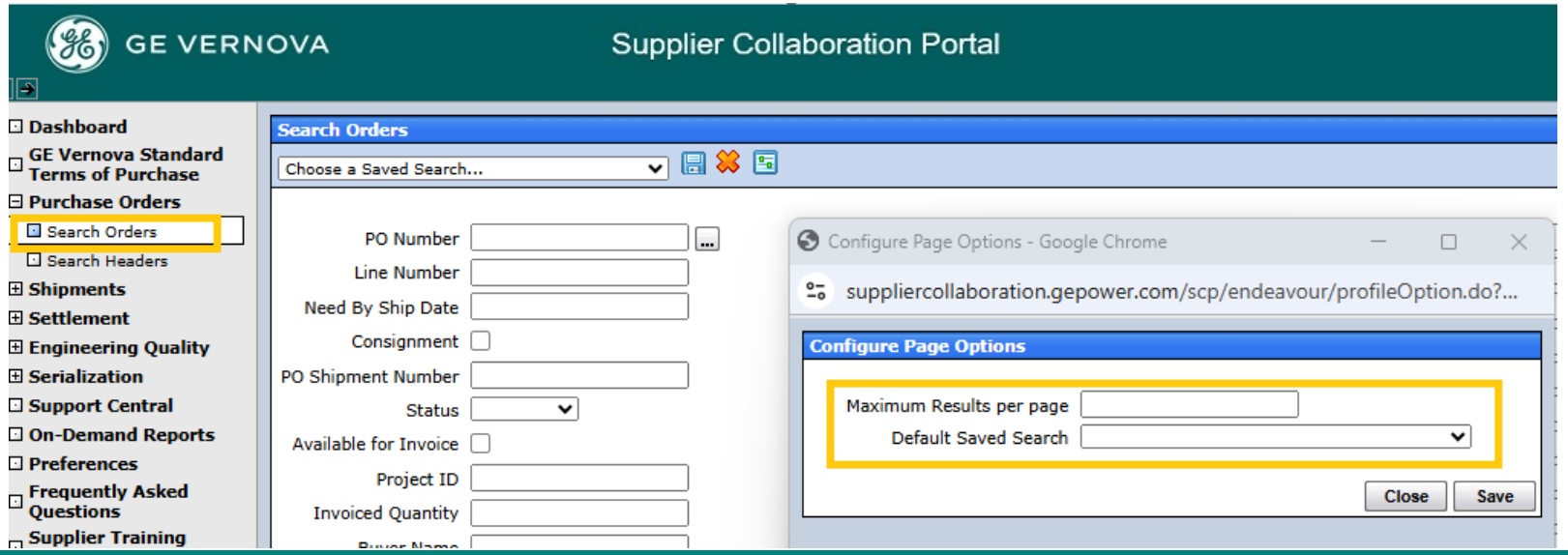
Step 6: Once updated, you'll receive a "Success" message and be allowed to sign-in with your new password.

Confirmation message for successful password reset

How to view all the lines of a Purchase order in a Single Page

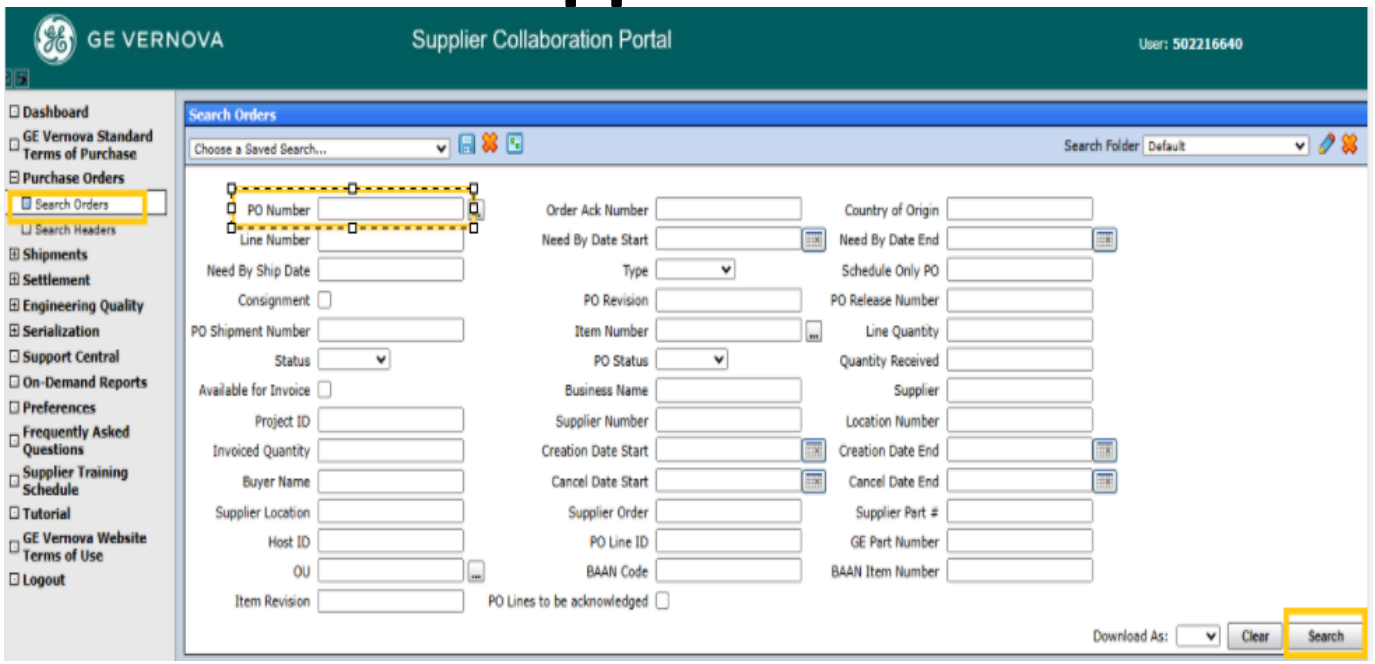
- ✓ Clear-Orbit Application Log-in URL: https://suppliercollaboration.gepower.com/scp/endeavour/disclaimer.do
- ✓ Enter SSO Credentials
- ✓ Click “I Agree” to enter into Clear-Orbit Application
- ✓ Click on Purchase Order
- ✓ Search orders
- ✓ Click on Options Icon
- ✓ Update Maximum Results per page
- ✓ And Hit “**Save**”



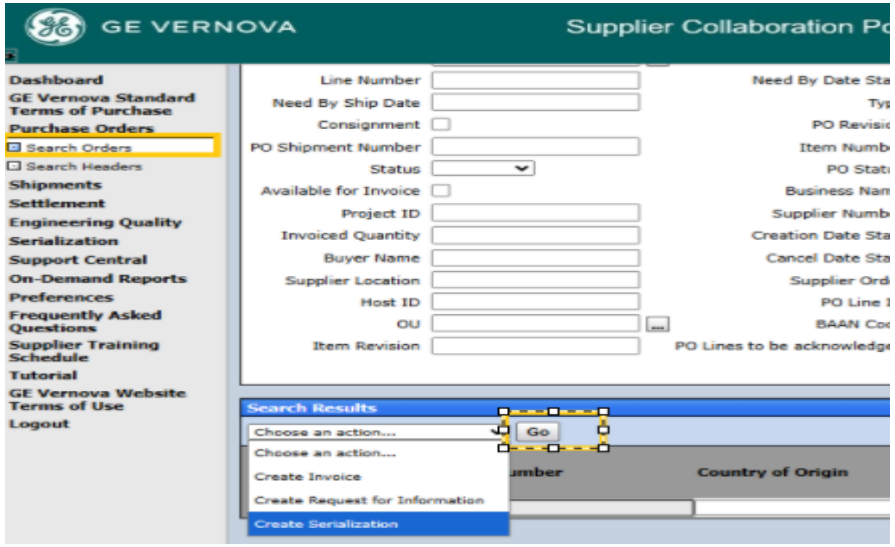


Acknowledge Purchase Order(s) in Clear Orbit Application

- ✓ Clear-Orbit Application Log-in URL: https://suppliercollaboration.ge-energy.com/scp/endeavour
- ✓ Enter SSO Credentials
- ✓ Click “I Agree” to enter into Clear-Orbit Application
- ✓ Click on Purchase order
- ✓ Search orders
- ✓ Provide Purchase Order Number
- ✓ Hit “**Search”**
- ✓ Only ONE PURCHASE ORDER AT A TIME



- ✓ Click on the check box
- ✓ From Choose an action
- ✓ Select Accept
- ✓ Hit GO
- ✓ If there are no errors thrown, we are good and PO is accepted
- ✓ In case you receive any error (Refer next slides)



In case you receive a notification “Promise date must be after today’s

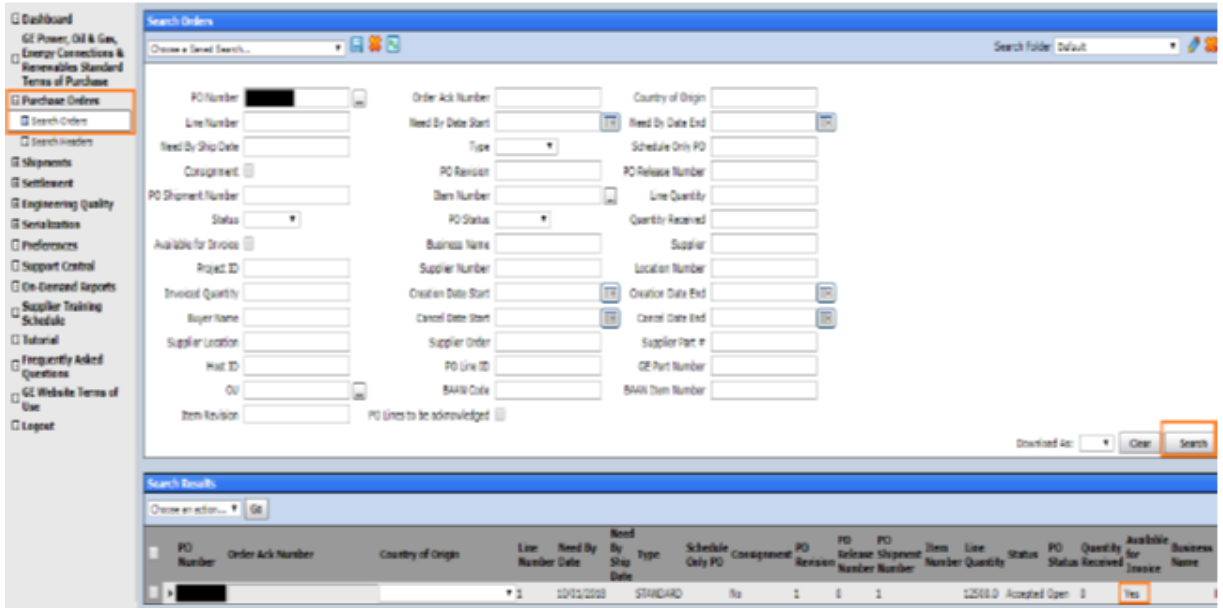
- ✓ Update Promise date as tomorrow’s date
- ✓ Select Promised date change reason as other

In case you do not find Calendar Icon available to change “Promise date”

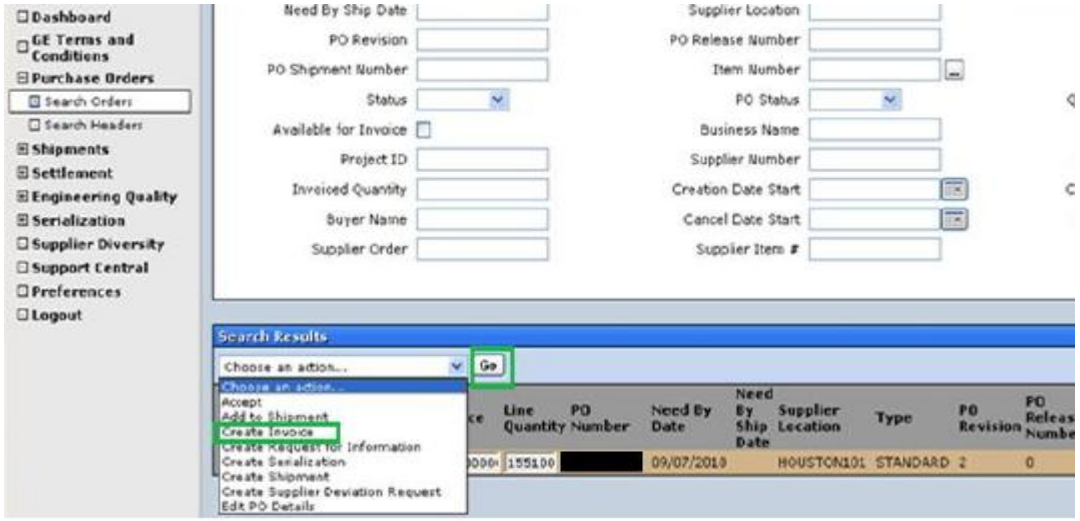
- ✓ Contact your PO buyer to setup the need by date of the Purchase Order to be after today’s date

Steps to submit the invoice against the Purchase Order

- ✓ Clear-Orbit Application Log-in URL: https://suppliercollaboration.ge-energy.com/scp/endeavour
- ✓ Enter SSO Credentials
- ✓ Click “I Agree” to enter into Clear-Orbit Application
- ✓ Click on Purchase Orders
- ✓ Click on search orders
- ✓ Key-In Purchase Order Number
- ✓ Hit Search
- ✓ You can see the PO available for invoice as YES



From the choose an action select create invoice and hit GO as shown



- ✓ You will be directed to a new page as shown
- ✓ Please fill the mandatory fields like Invoice number, Invoice pay site, Invoice quantity
- ✓ Check the payment terms if everything is correct click **“submit”**

eSourcing Support Contact(s)

If you still face any issues; Please contact L1 eSourcing Helpdesk

- ✓ **Telephone:** (866)-770-5248 Option 2
- ✓ **Email:** eSourcingSupport@gevernova.com
- ✓ **Visit us** https://buildsmart.capgemini.com/sites/1564108/portal/1043018

Escalation Point of Contact

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THANK YOU!